

**COMMUNITY HIGH SCHOOL OF VERMONT
STATE BOARD ANNUAL MEETING
MINUTES**

**Tuesday, June 11, 2013
Department of Corrections Central Office
White Cap Business Park
426 Industrial Ave., Suite 120
Williston, VT 05495
Conference Room #3**

Approved

State Board Members Present: Carol Bokan, Vice-Chair; Julie Breton, George Cross, Chair; David Luce, Secretary.

State Board Members Present by Phone: Jason Gibbs, Andy MacIlwaine

State Board Members Absent: Richard Fraser, Patti Komline

CHSVT Administration Present: Dana Lesperance, Career and Technical Education Chief; Troy McAllister, Principal; Wilhelmina Picard, Superintendent; Sheila Sayah, Administrative Services Technician; Jerry Schartner, Chief, VCI.

Local Advisory Board Members Present by Phone: Don Luman, Blanche Kelley.

The meeting was called to order at 9:40 a.m.

Approval of Meeting Minutes

George Cross entertained a motion to approve the May 14, 2013 meeting minutes. David Luce accepted the motion and Carol Bokan seconded the motion. The meeting minutes were approved.

Administrative Reports

Wilhelmina -

The end of the fiscal year means spending lots of time making sure that all bills are paid and projects are funded before the budget is depleted.

The annual end of the year faculty meeting celebration was held at Oakledge Park in Burlington. The day consisted of recognizing staff and faculty accomplishments as well as saying goodbye to four retirees.

WCAX was on hand at the celebration to document the donation of two Harley motorcycles that were built by students at Northwest State and at Green Mountain Harley in Essex Junction. The bikes were donated to the Vermont Fallen Families. After the ceremony and barbeque, the bikes were off to the Veteran's Cemetery in Randolph for a Memorial Day observance.

Staffing is being finalized for the street campuses. Street campuses will be open for instruction from 8:00 a.m. to 12:00 p.m. five days a week. In the afternoon, teachers will be assigned duties to meet the needs of the school and students. The duties will include transition, special education, mentoring new teachers, etc. Two or three campuses will be open by appointment only and teachers assigned to those campuses will be working in the facilities when not at the street campus.

The Hartford and Morrisville campuses will also need to be served. Plans have not been finalized on the logistics of this legislative decision.

Due to strategic savings and planning, the final budget for FY'14 is only \$129,000 less than last year's budget. Savings is coming from holding a vacant position, transferring a vacant position to VCI to allow for a temporary position to become full time, and the elimination of the adjunct program. The budget will still be very tight and spending by faculty will be watched carefully by the administration. There was a discussion about how funds will be monitored and prepared for discussion at the next legislative session for FY'15. Wilhelmina is meeting with Matt D in the next few weeks to have that conversation.

There was a discussion about the directive from the Agency of Education (AOE) about community students and the process that is being used to track community students who request enrollment in CHSVT. These students are being referred to education agencies in the community. The information is being tracked for discussion at the next legislative session.

Troy –

The teachers now have access to Focus for the purposes of playing around and learning the program. The June faculty meeting will be a non-traditional Go-To Meeting format. Teachers will be stationed at their computers for a webinar led by Troy, learning how to use Focus.

All past and present students have been added to the database and teachers will be able to begin using the software on July 1st. Some historical data still needs to be added.

There was a discussion about the teacher evaluations and a new procedure that will make combining education evaluations and state employee evaluations a smoother process.

An updated policy and procedure manual provides very detailed information about student enrollment and attendance. Attendance entry will be required daily and alerts sent to Troy and Dana will allow for follow-through when attendance is not added.

Jerry –

Four offenders have been hired for the Chittenden Regional textile program. Training will begin June 18th. They are waiting for one more sewing machine to arrive. The department will be their first customer with the offenders learning to sew sheets and pillow cases. The progression will be to towels and washcloths and then to uniforms. Partnerships are being created with the DOC in Connecticut and their textile program. Two contracts in the department for uniforms and bedding will be up for bid next year and VCI is hoping to get the contracts.

Dana –

Dana has been working with Jay Ramsey at the AOE to apply for grant money from the federal Perkins fund through the FY 2014 Perkins Improvement Projects application. The funding would be for programs in (NCCER) National Construction Education and Research, (NRAEF) National Restaurant Association Educational Foundation, and (NATEF) National Automotive Technicians Education Foundation. Portions of the program will require board input. Dana will bring the information to the board when it becomes available.

A new culinary instructor will be hired for the culinary program in Springfield.

Discussion Items

a. Revisit By-Laws for State and Local Boards.

State Board By-Laws - There was discussion about the State Board By-Laws and the need to rewrite some portions to reflect and be in compliance with new laws. George will take all comments and suggestions and create a draft. The draft will be shared with the state board members during the months of July and August and will be brought to the full board at the September meeting. The discussion about changing the number of meeting dates from ten to six per year will be added to the new draft.

Local Board By-Laws – It has been suggested that the local board by-laws should be rewritten to be directive and not suggestive. There was a long discussion about clear direction and many suggestions about the best way for the local boards to function. The local board by-laws will also be rewritten and discussed at greater length starting at the September state board meeting.

State Board member, Julie Breton, is resigning from the board. She is moving to New York to pursue a nursing career. Julie thanked the board for the opportunity to be a part of this board.

Items for next meeting

1. VCI Updates (including CRCF)
2. Focus update
3. Review By-Laws for State and Local Boards
4. Approve June minutes
5. Career and Tech. Ed. Update incl. Perkins
6. Any others items to come before the board

Next Meeting

Tuesday, September 10, 2013. CHSVT Central Office - Williston

Carol Bokan entertained a motion to adjourn the meeting and David Luce seconded the motion. The meeting adjourned at 12:06 p.m.

Respectfully Submitted

Sheila Sayah